Dear Sir / Madam,

INVITATION TO TENDER FOR THE SUPPLY OF Security Guard Service 2024-2027 (Tender/2324/09)

You are invited to quote for the supply of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, in duplicate should be clearly marked on the outside envelope: Tender for <u>Security Guard Service 2024-2027 (Tender/2324/09)</u>.

The envelope should be addressed to "S.K.H. TSOI KUNG PO SECONDARY SCHOOL, 101 Chung Hau Street, Homantin, Kowloon" and arrive not later than 12:00pm on <u>02nd July 2024</u> Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

If you are unable or do not wish to quote, it would be appreciated if you would return the tender form with reason to the above address at your earliest convenience.

Tender will be accepted on an *'overall' / 'group' / 'itemized' basis.

(Ms.) Lam Yuk Kei Principal

Yours sincerely,

Encl.

Please delete as appropriate

TENDER FORM FOR THE SUPPLY OF Security Guard Service 2024-2027 (Tender/2324/09)

Name and Address of School S.K.H. Tsoi Kung Po Secondary School

101 Chung Hau Street, Homantin, Kowloon

Tender Closing Date and Time 02nd July 2024 12:00pm

PART I

The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 02^{nd} July 2024.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the written quotation documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this	day of	20
Name (in block letters):		
Signature	in the capacity of	f
(State official position,	e.g. Director, Manager, Secretary, et	cc.)
Duly authorized to sign	tenders for and on behalf of:	
whose registered office	is situated at	
		Hong Kong.
Telephone No.	.Fax No.	

TENDER

(1) Item No.	(2) Description / Specification	(3) Quantity	(4) Unit Rate	(5) Total	(6) Delivery
		required		Amount (HK\$)	Offered
1	Security Guard Service (1/9/2024-31/8/2027)				
	- To provide one security guard for night shift daily from 1900hrs to 0700hrs				
	- Please also refer to Appendix One (附件一) for service details				

We/ I understand that if we/ I fail to supply the stores as offered in our / my tender upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Supplier :	Company Chop
Name and Signature of Person authorized to sign Written quotation	
Name (in block letters)	Signature:
Doto	

Appendix One / 附件一

投標評分標準:價格(50%)、公司資料介紹(20%)、服務學校經驗(20%)、成立/年資(10%)

警衛服務要求內容

服務說明:

- 1. 每日當值時間:下午7時至早上7時;
- 2. 負責門崗工作;
- 3. 防止未授權者推入校舍;
- 4. 遇到緊急情況下(如警鐘響起),需與學校聯絡人聯絡及視察校舍四週;
- 5. 更換保安員時,必須在當值前安排校方主管約見,待校方同意後才聘任。

保安員須遵守:

- 1. 尊重本校宗教信仰;
- 2. 須穿整齊制服;
- 3. 不得於值勤時間離開學校;
- 4. 不得於學校範圍內抽煙及飲酒;
- 5. 對本校教職員、學生、訪客要有禮貌;
- 6. 須服從本校制定的規則及指引;
- 7. 不得向外洩露本校教職員、學生、家長及訪客的任何資料。
- 8. 維護國家安全,秉持專業操守,不得在校內作政治宣傳或進行任何違法的活動。

保安公司的責任:

- 1. 所有保安員必須持有效之保安人員許可證,承辦商必須於委派新保安員入職前,將其保安證副本傳真予本校;
- 2. 執行合約的保安員的每月工資如低於香港法定之最低工資,則投標建議將不獲考慮。(以 12 小時計算);
- 3. 勞工保險、強積金及其他相關勞工福利賠償,全部由保安公司負責;
- 4. 服務承辦商須指示調派到學校的員工進行性罪行定罪紀錄查核,並把相關的查核結果以書面形式轉告本校,而有關安排亦須獲相關員工同意。

《防止賄賂條例》:

- 1. 根據《防止賄賂條例》,在學校採購過程中,如學校員工接受供應商和承辦商提供 的利益,或供應商和承辦商向學校員工提供利益,均屬違法。學校不容許供應商和 承辦商誘過任何形式的利益(包括捐贈)影響學校的選擇;
- 2. 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為,有關投標書將 不獲考慮;即使已獲委聘,所簽訂的有關合約亦會被宣告無效。